

NAVAIR's Process Asset Library (PAL) for Software and Systems Process Assets

Prepared for SSTC Conference
20-24 April 2009

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Topics

- ☐ Purpose
- ☐ Design
- ☐ PAL Organization
- ☐ How do you use it?
- ☐ What are the benefits?

Purpose

Purpose

The purpose of the NAVAIR PAL is

- To improve NAVAIR process capabilities through sharing and reuse of process assets (Checklist, Example, Form, Guidance, Policy, Process, Standard, Template, Training, etc.)
- To save time and money in process development across the Enterprise

Design

Design Philosophy₁

Take advantage of the MyNAVAIR Corporate website built-in capabilities

- Announcements for events, policy, and training link
- Discussions for improvement forums, problem reporting, and communications with users
- Documents area to browse/search for assets, download and submit assets with special upload area for process submission

Design Philosophy₂

- ❑ Any NAVAIR team member can access
- ❑ Use Excel spreadsheet and built in search capability to locate assets
- ❑ Link to other government PALs rather than duplicating assets
- ❑ Group assets according to Capability Maturity Model Integrated (CMMI®) Process Area and asset type

PAL Organization

PAL Organization

- ❑ Assets stored alphabetically in All Assets folder (Documents tab)
- ❑ Shortcuts to assets grouped by
 - Functional Area (Acquisition, Engineering, Project Mgmt, Process Mgmt, and Support) and CMMI® Process Area
 - Type of asset (Checklist, Example, Form, Guidance, Policy, Process, Standard, Template, and Training)
- ❑ Announcements and Discussion Groups

How do you use it?

Logon to MyNAVAIR & Choose NAVAIR PAL Community

The screenshot shows the MyNAVAIR website interface. At the top, there is a navigation bar with links: My Home, Welcome, cac\indus\chase-duett, My Account, Log Off, Help, Search: Everywhere, and a search button. Below this is a secondary navigation bar with links: My Pages, My Communities (highlighted with a red circle), MyNavair, Ready Room, Technical Library, Security Awareness, and Administration. The main content area is divided into several sections:

- MyNAVAIR** logo and navigation links: Inside this Community, Related Communities.
- NAVY ERP** and **NSPS** logos.
- NAE** logo.
- Navigator** section with various links:
 - Acquisition Resources**: ASN (RDA), ASN (RDA) Information System, Defense Acquisition University, DPAP Defense Procurement, Navair Acquisition Guide, Naval Aviation Center for Rotocraft Advancement (NACRA), OUSD (AT&L), Program Management Competency (PMC) WebTool, Small Business (OBSP), Small Business Innovation Research (SBIR).
 - Base Realignment & Closure (BRAC)**: Base Realignment & Closure (BRAC).
 - Business & Financial Management Community**: Business & Financial Management Community (BFMC).
 - CNIC**: General, CNIC - Commander Navy Installations Command, CNIC Mid-Atlantic Lakehurst, CNIC Southeast Orlando, CNIC Southwest China Lake, NDW Pax River, Building Locator, Mail Services, MWR, Naval Health Clinic.
 - Contact Information**: DoD Global Directory Services, Hotline/Fraud, Waste and Abuse, NAVAIR Freedom of Information Act, NAVAIR IG Office, Navy/Marine Corps White Pages (N/MC-WP).
 - ERP**: NAVAIR Navy ERP Business Office.
 - General Forms**: Custody Transfer, Federal Express Request, Govt Property Removal Authorization, Headquarters Systems Users Access, NAWC Users Systems Access.
- Information Technology/Information Mgmt** section with various links:
 - Forms**: Air Card Request, Calling Card Request, Cellular Telephone Request, International/Satellite Telephone Request, Pager Request, Telephone Services Request, Voice Mail Request.
 - General**: Command Information Officer (CIO), Functional Areas Managers (FAM), Information Assurance (IA), IT Approval Tool, NAVAIR National Helpdesk, Navigator, NMCI, Pax - Visions, SAAR-N, Video Technologies.
- Privacy Act**: Privacy Act.
- Public Affairs**: Command Announcements, Guidelines for Obtaining Public Release Authorization, Logos & Templates, Public Release Authorization Request (SPR).
- Security**: Bomb Threat Reporting Procedure, ClearTrack, SAAR-N, Security (7.4).
- Tools & Resources**: BASICS II, Instructions & Notices, NAVAIR Issued Red Stripes Database, NAVAIR Organizational Breakdown Structure, Navair Technical Library (AD), NAVAIR Technical Library (WD), NAVAIR Travel/DTS, TFR Tools (Command Staffing).

Choose NAVAIR PAL Project

The screenshot displays the MyNAVAIR web application interface. The top navigation bar includes links for 'My Home', 'Welcome, cac\judy.overhauser-duett', 'My Account', 'Log Off', 'Help', 'Search: Everywhere', and a list of application areas: 'My Pages', 'My Communities', 'MyNAVAIR', 'Ready Room', 'Technical Library', 'Security Awareness', and 'Administration'. The main content area is divided into several sections:

- Community Projects:** A table listing projects with columns for 'Project Name' and 'Status'. The 'NAVAIR PAL' project is highlighted with a red circle. Other projects include 'ReadyTalk Scheduling' and 'SPI CoP'.
- Community Announcements:** A section for announcements, currently showing 'No Rows'.
- Community Calendar:** A calendar view for February 2009. It shows dates from 1 to 31. The 25th is highlighted. The calendar includes a 'New Event' button and a 'View' dropdown.
- Community Documents:** A section for documents, currently showing 'No Rows'.

The 'NAVAIR PAL' project is the focus of the slide, as indicated by the red circle around its name in the 'Community Projects' table.

Who are the PAL Users?

There are three levels of PAL users:

1. General User

- Can read / download all PAL assets
- Can submit assets for PAL inclusion
- Can post / reply to discussion threads

2. Gatekeeper

- Processes/ loads assets into the PAL
- Responds to PAL issues in the discussion threads

3. Administrator

- Responds to user PAL problems
- Grants access to new gatekeepers / administrators

Things General User Can Do

☐ The general user can

- Learn about upcoming process improvement activities and events
- Browse/ Search for Assets
- Download process assets
- Submit new process assets to the PAL
- Use discussions to report PAL Problems/ communicate with others on process improvement topics



PAL Overview or Main Page

The screenshot shows the NAVAIR PAL Overview page. The 'Documents' tab is highlighted with a red circle. The page includes a description of the PAL, a status of 50%, and sections for Announcements, Updated Documents, and Recent Messages.

NAVAIR PAL

Remove from My Page @ Subscribe @ Subscribe Others Notify

Description: The NAVAIR Process Asset Library (PAL) contains reusable process assets for performing software, systems and acquisition functions with NAVAIR - Click the Documents tab to browse and search for process assets - Click the Discussions tab to ask questions and report problems.

Status: 50%

Announcements

New Announcement @ Subscribe

Click here to go to the "How To" PAL Guide for the following topics:

- How to Locate & Download Assets
- When and How to Submit Assets
- How to Use Discussion Threads
- When and How to Submit Problem Report

Posted by cad\judy.overhauser-duett on 1/8/09 1:25:26 AM

Updated Documents

Document	Checked in
NPWG Maintenance Notes 20090211.doc	2/11/09
Process Asset Index 20090207.xls	2/7/09
NAVAIR PAL How To Guide.doc	1/8/09
Asset Submission Form for the NAVAIR PAL V3.doc	12/2/08
NAVAIR Labor Tracking Template 20080930.xls	10/15/08

Go to Documents

Recent Messages

Report Problems : Another test problem report
Posted by Susan_Byrnes on 11/5/08 6:27 AM
Wanted to see how this works.....

Report Problems : break for the day
Posted by cad\peter.youssef on 9/23/08 7:24 PM

any takers

Report Problems : re: break for the day
Posted by cad\james.tidwell on 9/23/08 7:24 PM
We will finish when we are done...

Report Problems : I was able to copy a whole bunch of files
Posted by cad\peter.youssef on 9/23/08 7:18 PM
to CIO wow

PI Topics : Pilot test of including links in discussions
Posted by cad\valerie.nutter on 9/23/08 7:17 PM
WOW! This is pretty cool. Here is a link of one of my favorite sites. <http://www.refdesk.com/>

Go to Discussions

The Documents tab takes us to the main PAL contents

Browse/Search

Four ways to locate (search for) assets:

- Browsing the All Assets folder
- Navigating folder structures by Functional Area and Asset Type
- Using the Process Asset Index (PAI) to locate an asset via standard MS Excel Auto Filter and Sort functionality
- Using MyNAVAIR searches on pre-defined keywords

Browsing All Assets Folder

NAVAIR PAL : Documents - Microsoft Internet Explorer provided by NMCI

Manage Project Help Project Search: Close

NAVAIR PAL Choose Project

Overview Documents Discussions

New Upload Edit WebEdit QuickLinks Download

NAVAIR PAL

- All Assets
- Assets By Functional Area
- Assets By Type
- PAL Administration and Gate
- Submit Process Asset

Items 1 to 15 (of 36)

Name	Date Modified	Checked In By	Checked Out By
20080618_AWL_SEMP Template_V2_Fi	9/15/08 1:41 PM	cac\sharon.juarez	
ADMACS Block 2 Software Transition Pl	9/3/08 4:34 PM	cac\richard.epstein	
AWL_PPGD.pdf (PROC-000005)	9/15/08 1:49 PM	cac\sharon.juarez	
CASS Test Plan test.doc (ENG-00005)	8/6/08 5:09 PM	cac\richard.epstein	
CDRL A005 Software Transition Plan te	8/4/08 4:51 PM	cac\richard.epstein	
Code Review Form V2.doc (ENG-00000)	5/29/08 3:56 PM	Susan_Byrnes	
DoD Directive 832002p.pdf (PM-00001)	9/4/08 3:23 PM	cac\Charles_McDowell	
DoD Discovery Metadata Specification-	9/4/08 3:26 PM	cac\Charles_McDowell	
H-1 Training Plan.pdf (PROC-000001)	6/2/08 2:41 PM	cac\judy.overhauser-duet	
SEPO Software Transition Plan Templa	9/3/08 12:05 PM	cac\richard.epstein	
SM-SSEPG Documentation Standards V	9/18/08 7:42 PM	cac\dave.blue	
SM-SSEPG Naming Standards V3.doc (:	9/18/08 7:45 PM	cac\dave.blue	
SRC Simplified Process QA.zip (SUPP-	5/29/08 8:19 PM	cac\judy.overhauser-duet	
Strike MAT Effective Policy Checklist V1	5/29/08 6:53 PM	cac\judy.overhauser-duet	

All Assets
Contains the official copy of all process assets in the PAL

@ Subscribe @ Subscribe Others Notify

Created By: Susan_Byrnes
Date Created: 12/31/07 1:02:56 PM
Date Modified: 12/31/07 1:02:56 PM
Accessible to content crawlers: Yes

Search for Assets by Functional Area or Type

- ❑ Assets are organized into folders by functional area or category using shortcuts
 - Each Functional Area is further broken down into Process Areas
- ❑ Assets are also organized by type using shortcuts

Search by Functional Area or Type

Project Administration Help Project Search: Close

NAVAIR PAL Choose Project

Overview Documents Discussions

New Upload Edit WebEdit Publish QuickLinks

NAVAIR PAL

- All Assets
- Assets By Functional Area
 - Acquisition
 - Engineering
 - Process Management
 - Project Management
 - 1 - Project Planning (P)
 - 2 - Project Monitoring & Control
 - 3 - Risk Management
- Support
- Assets By Type
 - Checklist
 - Example
 - Form
 - Guidance
 - Policy
 - Process
 - Standard
 - Template
 - Training
- PAL Administration and Gateways
- Submit Process Asset

Items 1 to 10 (of 10)

<input type="checkbox"/>	Name ▲	Date Modified	Checked In By	Checked Out By
<input type="checkbox"/>	CDRL A005 Software Transition Plan test.doc (ENG-000004)	9/5/09 2:04 PM	--	--
<input type="checkbox"/>	Strike MAT PAL & PAL CM SOW V1.doc (PM-000002)	6/6/08 10:35 AM	--	--
<input type="checkbox"/>	Strike MAT PI Stakeholder Involvement Plan.doc (PM-000009)	6/6/08 10:52 AM	--	--
<input type="checkbox"/>	Strike MAT PI WBS.pdf (PM-000003)	6/6/08 10:58 AM	--	--
<input type="checkbox"/>	Strike MAT Project Roles & Responsibilities Strawman.doc (PM-000010)	6/6/08 11:06 AM	--	--
<input type="checkbox"/>	TARIF Process Policies V4.doc (PROC-000003)	5/30/08 2:47 PM	--	--
<input type="checkbox"/>	TARIF Project Estimating Tool V4.xls (PM-000006)	5/30/08 4:25 PM	--	--
<input type="checkbox"/>	TARIF Project Review Checklist V4.doc (PM-000001)	5/29/08 1:46 PM	--	--
<input type="checkbox"/>	TARIF Risk Management Tool V1.2.xls (PM-000007)	5/30/08 4:51 PM	--	--
<input type="checkbox"/>	TARIF Standard Project Template V4.mpp (PM-000008)	5/30/08 5:00 PM	--	--

Items 1 to 10 (of 10)

Search using the Process Asset Index ₁

Project Administration Help Project Search: [] Close

NAVAIR PAL Choose Project []

Overview Documents Discussions

New Upload Edit WebEdit Publish QuickLinks

Items 1 to 8 (of 8)

Name	Date Modified	Checked In By	Checked Out By
All Assets			
Assets By Functional Area			
Assets By Type			
PAL Administration and Gatekeeping			
Submit Process Asset			
About The NAVAIR PAL.doc	12/21/07 2:57 AM	Susan_Byrnes	
NAVAIR PAL Training.doc	8/14/08 5:38 PM	cediudu_ouerbauseredu	
Process Asset Index 20080806.xls	8/6/08 2:50 PM		

The Process Asset Index is located at the top level of the PAL Documents folder.

Search Using the Process Asset Index ₂

Asset ID	Asset Name	Source	Asset Type	Functional Area	Project Type		Systems or Software	
					Sustainment	Development	Systems	Software
ENG-000001	Code Review Form V2.doc	TARIF	Form	Engineering	X	X		X
PROC-000001	H-1 Training Plan.pdf	H-1	Example	Process Management	X	X	X	X
SUPP-000003	SRC simplified Process QA.zip	SRC	Process	Support	X	X	X	X
SUPP-000004	Strike MAT Effective Policy Checklist V1.doc	Strike MAT	Checklist	Support	X	X	X	X
PM-000002	Strike MAT PAL and PAL CM SOW V1.doc	Strike MAT	Example	Project Management	X	X	X	X
ENG-000003	Strike MAT PAL Requirements.doc	Strike MAT	Example	Engineering	X	X	X	X
PM-000009	Strike MAT PI Stakeholder Involvement Plan.doc	Strike MAT	Example	Project Management	X	X	X	X
PM-000003	Strike MAT PI WBS.pdf	Strike MAT	Example	Project Management	X	X	X	X
PM-000010	Strike MAT Project Roles & Responsibilities Strawman.doc	Strike MAT	Example	Project Management	X	X	X	X
PM-000011	Strike MAT Strategic PI Plan V1.1 (Baseline).doc	Strike MAT	Example	Project Management	X	X	X	X
SUPP-000001	TARIF Configuration Audit Record - Project Folders V2.doc	TARIF	Form	Support	X	X		X
SUPP-000002	TARIF Configuration Audit Record V2.doc	TARIF	Form	Support	X	X	X	X
SUPP-000005	TARIF Library File Naming Standards V2.doc	TARIF	Standard	Support	X	X	X	X
PROC-000002	TARIF Library Policy and Process V1.doc	TARIF	Process	Process Management	X	X		X
SUPP-000006	TARIF PPQA Process V2.doc	TARIF	Process	Support	X	X		X
PROC-000004	TARIF Process Description Template V1.doc	TARIF	Template	Process Management	X	X	X	X
PROC-000003	TARIF Process Policies V4.doc	TARIF	Policy	Process Management	X	X		X
PM-000004	TARIF Project Analysis and Lessons Learned V1.doc	TARIF	Template	Project Management	X	X		X
PM-000005	TARIF Project Closure Process V3.doc	TARIF	Process	Project Management	X	X		X
PM-000006	TARIF Project Estimating Tool V4.xls	TARIF	Form	Project Management	X	X		X
PM-000001	TARIF Project Review Checklist V4.doc	TARIF	Form	Project Management	X	X		X
SUPP-000007	TARIF Project Summary Metrics Template V1.xls	TARIF	Template	Support	X	X		X
ENG-000002	TARIF Requirements Standards V1.doc	TARIF	Standard	Engineering	X	X		X
PM-000007	TARIF Risk Management Tool V1.2.xls	TARIF	Form	Project Management	X	X		X
PM-000008	TARIF Standard Project Template V4.mpp	TARIF	Template	Project Management	X	X		X
SUPP-000008	Training Record Form V1.doc	TARIF	Form	Support	X	X		X
ENG-000004	CDRL A005 Software Transition Plan Test.Doc	PMA-251	Example	Engineering	X	X		X
ENG-000005	CASS Test Plan Test.doc	PMA-260	Example	Engineering	X	X		X

All assets are listed in the index – with hyperlinks to the copy in the All Assets folder. Click the pull down menu to apply a filter to that column

Search Using the Process Asset Index₃

Asset ID	Asset Name	Source	Asset Type	Functional Area	Project Type		Systems or Software	
					Sustainment	Development	Systems	Software
ENG-000001	Code Review Form V2.doc	TARIF	Form	Engineering	X	X		X
SUPP-000001	TARIF Configuration Audit Record - Project Folders V2.doc	TARIF	Form	Support	X	X		X
SUPP-000002	TARIF Configuration Audit Record V2.doc	TARIF	Form	Support	X			
PM-000006	TARIF Project Estimating Tool V4.xls	TARIF	Form	Project Management	X			
PM-000001	TARIF Project Review Checklist V4.doc	TARIF	Form	Project Management	X			
PM-000007	TARIF Risk Management Tool V1.2.xls	TARIF	Form	Project Management	X			
SUPP-000008	Training Record Form V1.doc	TARIF	Form	Support	X			

**Filter by any
Keyword – or
select
multiple criteria**

A	B	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
Asset ID	Asset Name	CMMI-ACQ and CMMI-DEV Process Areas													
		AVAIL	AVR	CM	CAR	DAR	IPM	MA	OID	OPD	OPF	OPP	OT	PI	PMC
SUPP-000001	TARIF Configuration Audit Record - Project Folders V2.doc			X											
SUPP-000002	TARIF Configuration Audit Record V2.doc			X											
SUPP-000005	TARIF Library File Naming Standards V2.doc			X											
PROC-000002	TARIF Library Policy and Process V1.doc			X						X	X				
PROC-000003	TARIF Process Policies V4.doc			X				X		X	X		X		X

Search using Keywords

Project Administration ? Help

Project Search: PPQA and Process [Close]

NAVAIR PAL

Overview Documents Discussions

New Upload Edit WebEdit Publish QuickLinks

NAVAIR PAL

- All Assets
- Assets By Functional Area
- Assets By Type
- PAL Administration and Gatekeeping
- Submit Process Asset

	Name ▲	Date Modified	Checked In By	Checked Out By
<input type="checkbox"/>	All Assets			
<input type="checkbox"/>	Assets By Functional Area			
<input type="checkbox"/>	Assets By Type			
<input type="checkbox"/>	PAL Administration and Gatekeeping			
<input type="checkbox"/>	Submit Process Asset			
<input type="checkbox"/>	About The NAVAIR PAL.doc		Byrnes	
<input type="checkbox"/>	NAVAIR PAL Training.doc		dy.overhauser-du	
<input type="checkbox"/>	Process Asset Index 20080806.xls		hard.epstein	

Items 1 to 8 (of 8)

Use pre-defined keywords (CMMI Process Area, asset type, etc.) to search

Items 1 to 8 (of 8)

Using the Search Function – Results

Project Administration ? Help Project Search: [] [Close]

NAVAIR Process Asset Library [Choose Project]

Overview Documents Discussions

Search: [New Search] [PPQA and process] [All Languages] [All Categories]

Search Results in Project: NAVAIR Process Asset Library

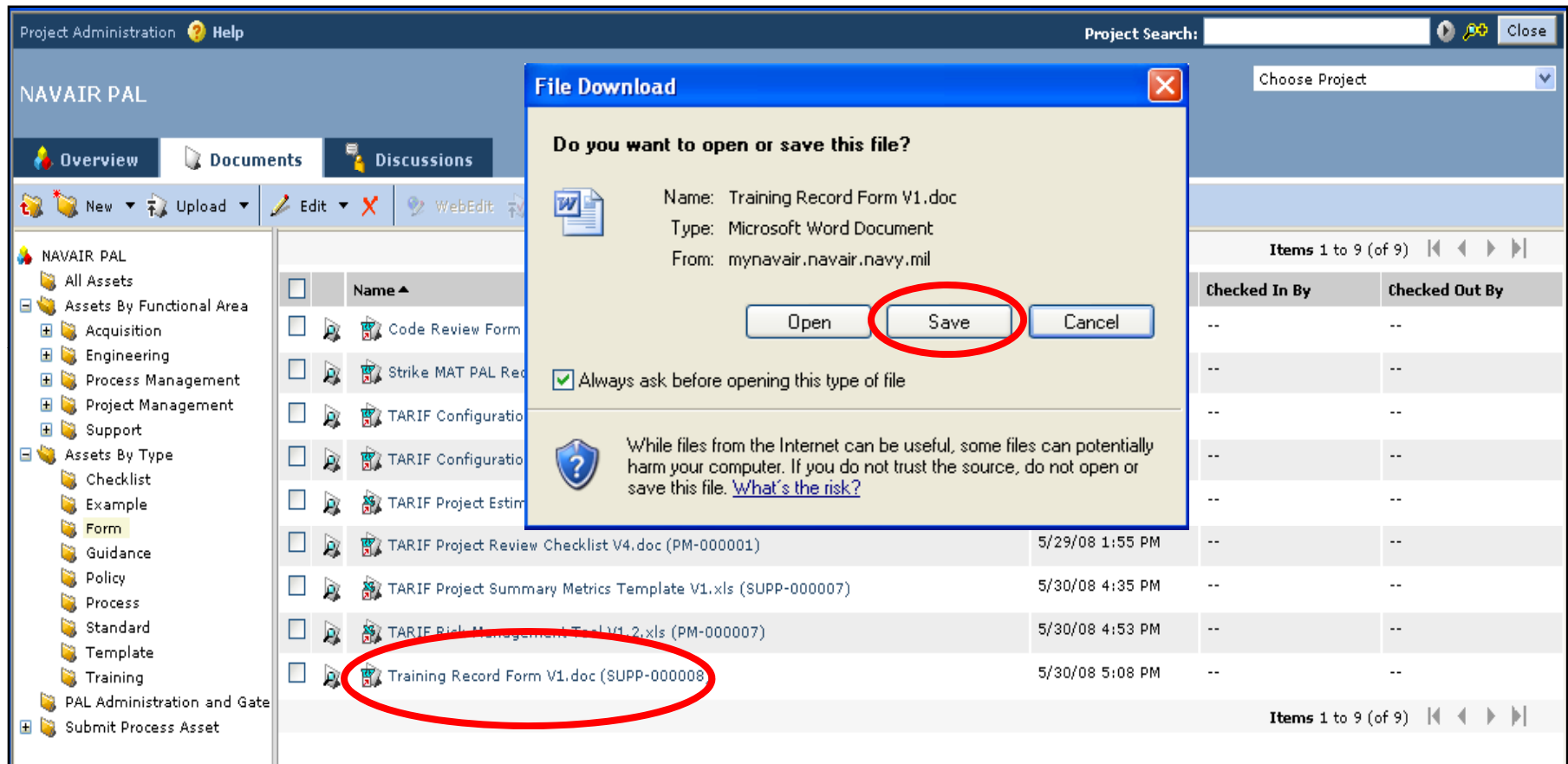
Documents (21) Folders (1)

Results from your search: 22. Showing: 1 - 10. Sort by: Relevance

Item	Last Modified
TARIF PPQA Process V2.doc (document details) Process; Support; PROC-000006; Sustainment; Development; Software; Small; Medium; PPQA ; CL2; CL3 ...TARIF PPQA Process V2 TARIF Standard Process TARIF Process and Product Quality Assurance (PPQA) Process Version 2, 25...the Tactical Air Ranges Integration Facility (TARIF) is to objectively evaluate adherence to defined TARIF processes so that the processes (and therefore the quality of deliverables they produce) can be monitored...	checked in by Susan_Byrnes on 5/30/08
TARIF PPQA Process V2.doc (document details) Process; Support; PROC-000006; Sustainment; Development; Software; Small; Medium; PPQA ; CL2; CL3	5/30/08
TARIF PPQA Process V2.doc (document details) Process; Support; PROC-000006; Sustainment; Development; Software; Small; Medium; PPQA ; CL2; CL3	5/30/08
TARIF Process Policies V4.doc (document details) Policy; Process Management; PROC-000003; Sustainment; Development; Software; Small; Medium; MA; OPF; OPD; OT; PPQA ; VER; VAL; CM; SAM; R PMC; CL2; CL3 ...TARIF Process Policies V4 TARIF Process Policies Version 4, 11 February 2004 Document Management and...6 Procurement Configuration Management 6 4.8 Process and Product Quality Assurance (PPQA) 6 4.9 Measurement and Analysis 7 Purpose, Scope, and Effectivity This defines the...and Effectivity This document defines the organizational policy that governs the implementation and use of processes and process assets Tactical Air Range Integration Facility (TARIF). This policy applies to...	5/30/08
SRC Simplified Process QA.zip (document details) Process; Checklist; Template; Training; Support; SUPP-000004; Sustainment; Development; Software; Systems; Small; Medium; PPQA ; CL2	er-duett
SRC Simplified Process QA.zip (document details) Process; Checklist; Template; Training; Support; SUPP-000003; Sustainment; Development; Software; Systems; Small; Medium; PPQA ; CL2	er-duett
TARIF Process Policies V4.doc (document details) Policy; Process Management; PROC-000003; Sustainment; Development; Software; Small; Medium; MA; OPF; OPD; OT; PPQA ; VER; VAL; CM; S PMC; CL2; CL3	5/30/08

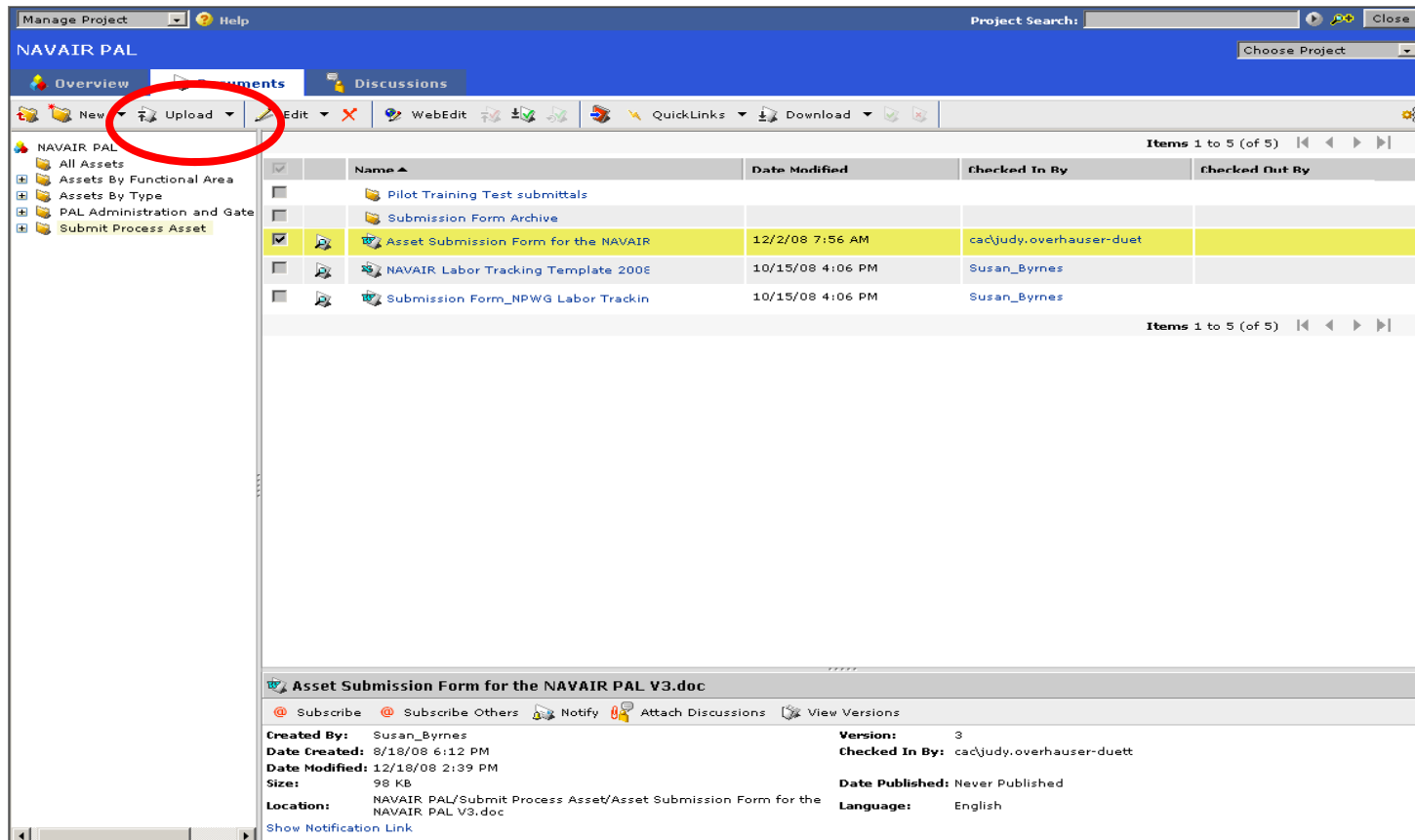
Matching keywords show in the search results

Downloading Assets



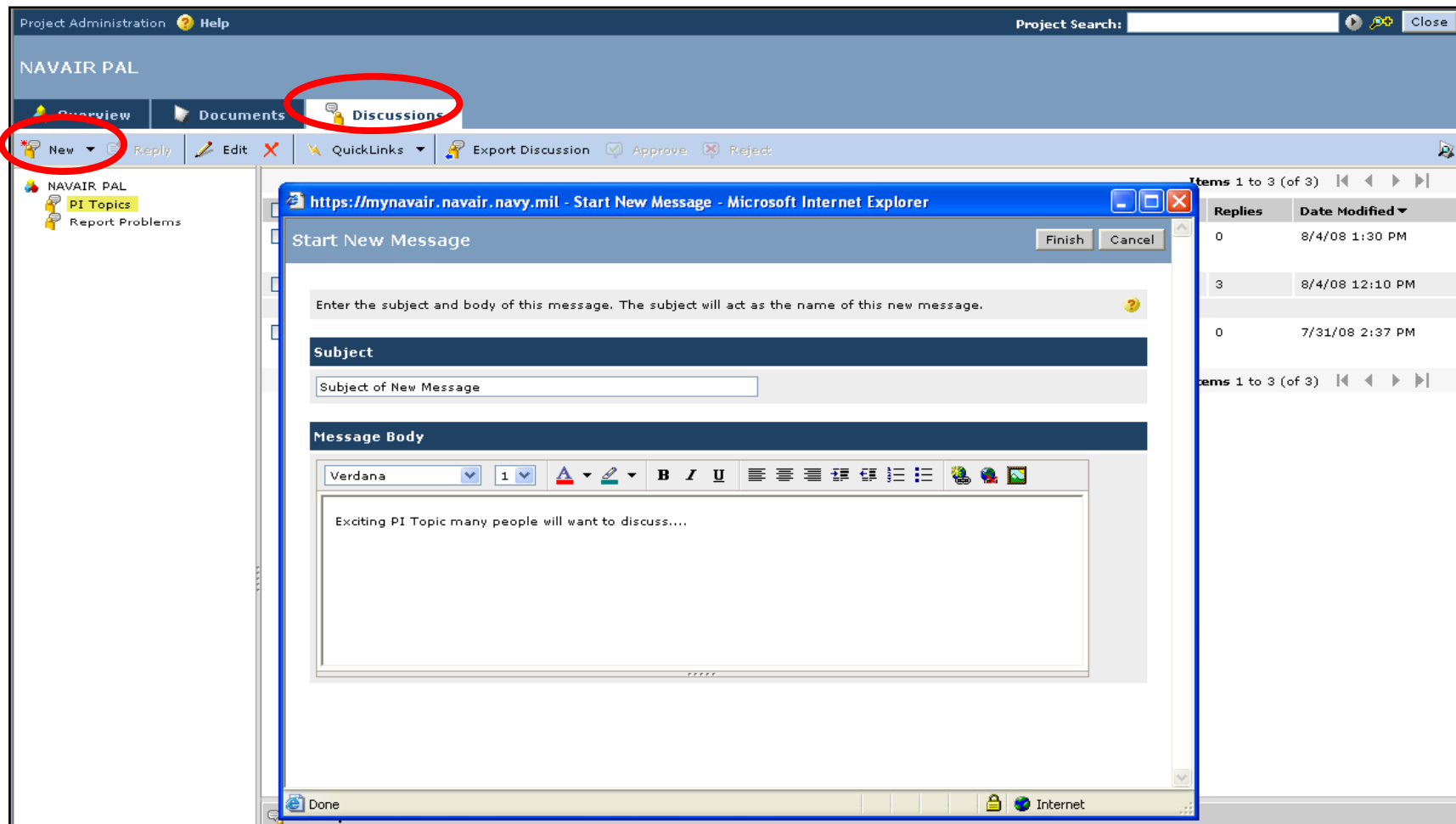
Click the asset name and choosing **Save** or right click the asset and choose **Download**

Submitting New Assets



Download the submission form, fill it out, and upload the form and asset using the Upload button

Collaborate on New PI Topics



From the Discussions tab, click **PI Topics**. Choose **New**, then **Message**

Collaborate on Existing PI Topics

Project Administration ? Help Project Search: [] Close

NAVAIR PAL Choose Project [v]

Overview Documents Discussions

New Reply Edit QuickLinks Export Discussion Approve Reject

NAVAIR PAL
PI Topics
Report Problems

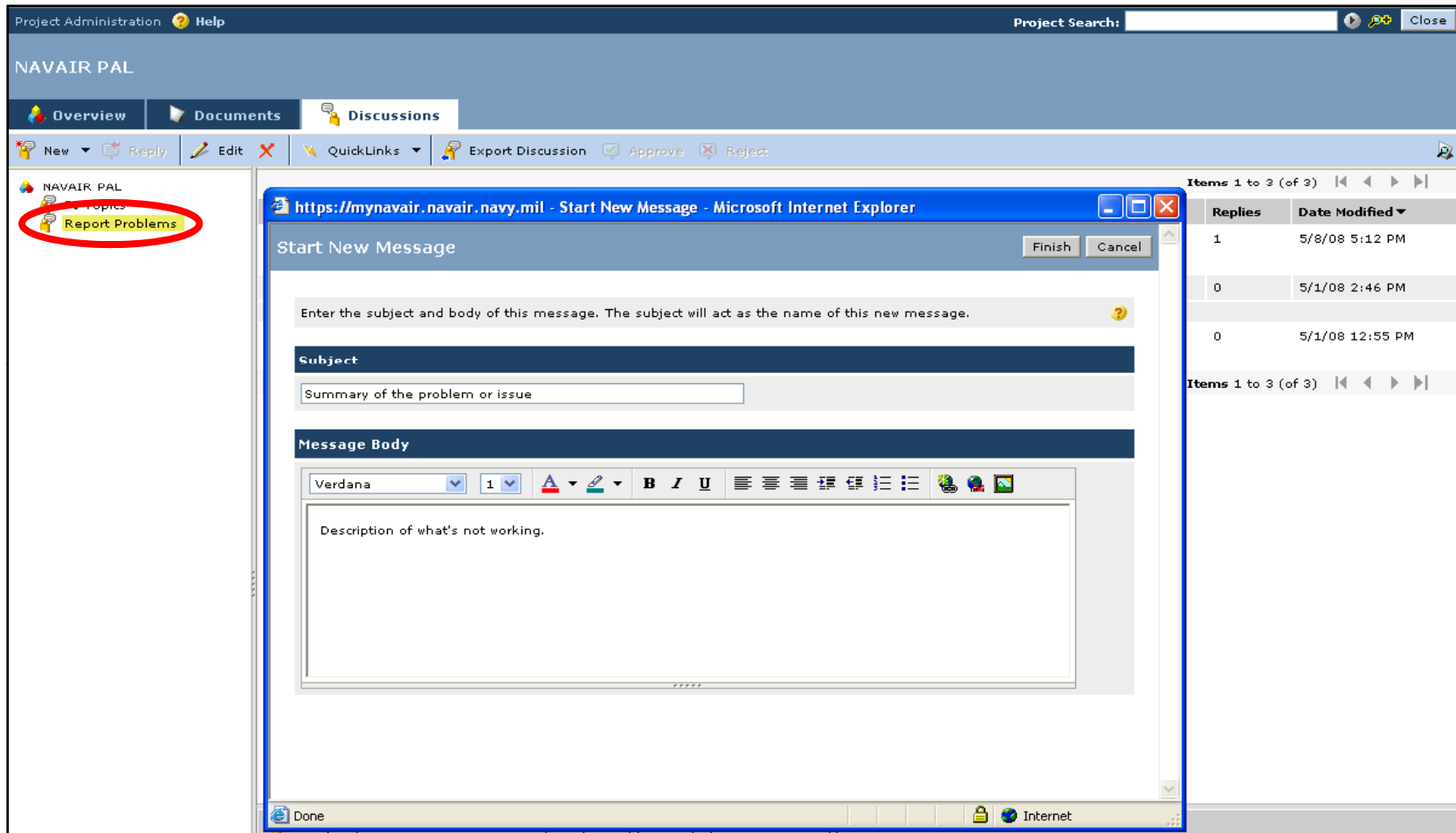
Subject	Created By	Replies	Date Modified
<input checked="" type="checkbox"/> Risk Analysis Issue Are there special tools out there for doing risk analysis?	cac\richard.epstein	0	8/4/08 1:30 PM
<input type="checkbox"/> Estimating Tool Does anyone have a simple estimating tool I could reuse?	Susan_Byrnes	3	8/4/08 12:10 PM
<input type="checkbox"/> re: Estimating Tool I replied to this message, but I didn't get an e-mail	Susan_Byrnes		7/31/08 2:40 PM
<input type="checkbox"/> re: Estimating Tool This is a reply to your reply regarding an e-mail message. I didn't get a message either, at least not yet. Is there a way to cut and paste some text into this discussion board?	cac\richard.epstein		8/4/08 12:10 PM
<input type="checkbox"/> re: Estimating Tool NAVAIR has a cost analysis division (code 4.2) that has tools for cost estimating.	cac\richard.epstein		8/4/08 12:03 PM
<input type="checkbox"/> SETR checklists I can't find the link to the SETR spreadsheets can someone help me out?	Susan_Byrnes	0	7/31/08 2:37 PM

Items 1 to 3 (of 3) Items 1 to 3 (of 3)

Select the topic and click **Reply**



Report Problems



From the Discussions tab, click **Report Problems**.
Choose **New**, then **Message**

What are the benefits?

Benefits

- ☐ Build on mature processes
- ☐ Save time and money
- ☐ Standardization across Enterprise



Questions

